

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operations of one fire station on an assigned shift. Directs fire department personnel by assigning work and duty areas, and inspecting the appearance of subordinates. Delegates authority to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and assists with employee performance evaluations. Assists superior officer with resolving employee complaints and grievances, counseling employees who are experiencing work problems, and conducting corrective interviews as directed by Fire Chief.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher, and proceeding with size-up of an emergency scene. Supervises the driving of fire apparatus, directs the positioning of apparatus at the fireground, and sets up fireground perimeter. Directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in fighting fire, rescuing persons from life threatening situations, providing emergency medical assistance, and doing salvage work and overhauling. Performs and directs search and rescue operations. Observes and responds to changes in fireground conditions and serves as fire safety officer at the scene of an emergency until relieved of command. Identifies hazardous materials and handles hazardous materials incidents. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Coordinates activities with law enforcement personnel and provides for the needs of firefighting personnel at the scene of an emergency.

Maintains communications between the fire scene and other authorized personnel.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Investigates all accidents involving department equipment or personnel, and makes recommendations on procedures when necessary. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Reviews records of previous shift activity.

Supervises and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

Coordinates the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Assists in presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least two (2) years immediately preceding closing date for application to the board.

Must possess certification as Emergency Medical Technician - basic.